

# CITY OF CHICOPEE

## Department of Public Works PARKS DIVISION

687 Front Street Chicopee, MA.  
RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter  
Superintendent

Richard Maciolek  
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Monday, June 19, 2017

- A. **Call meeting to order: 7:10pm made by Comm Ziemba.**  
**Attendance: Commissioners Fenton, Ziemba, Bresnahan and Parks Superintendent Porter.**
- B. **Motion for approval of meeting minutes for May 22, 2017 made by Comm. Fenton. Second by Comm. Bresnahan. Approved.**
- C. **Meeting suspended at 7:10pm for Public Input - Public attendees: Jonathan Frost representing First Central Bible Church and Child Evangelism Fellowship. Reference Communications Item #7 & #8. Following public input, meeting resumed at 7:21pm.**
- D. **Communications:**
  1. Request for the use of the gazebo at Szot Park for a wedding ceremony on June 23 at 1:00pm by Amanda Rzewnicki. **Motion to approve made by Comm. Fenton. Second by Comm. Bresnahan. Approved**
  2. Request for the use of the gazebo at Szot Park for a wedding ceremony on October 22, 2017 at Noon by Audrienne Delgado. **Motion to approve made by Comm. Fenton. Second by Comm. Bresnahan. Approved.**
  3. Request to hold an annual Picnic of appreciation of foster parents on June 22 or rain date of June 29 5 – 7pm by Children's Services of Roxbury out of Northampton. Plan to use picnic table. 40 people anticipated. **Motion to approve made by Comm. Bresnahan contingent upon verification of location and its availability. Second by Comm. Fenton. Approved**
  4. Request by Center for Martial Arts and Fitness for access to Chicopee High School Pool Tuesdays and Thursdays. **Motion to deny made by Comm. Fenton. Second by Comm. Bresnahan. Basis for declination noted were a combination of the for profit status of the organization, size of the group and the impact on the lifeguard resources and the servicing of the other swimming facilities in the city.**
  5. Request by US TAEKWON CENTER for access to a city pool for 2 or more days a week. Anticipating 70 participants. **Motion to deny made by Comm. Fenton. Second by Comm. Bresnahan. Basis for declination noted were a combination of the for profit status of the organization, size of the group and the impact on the lifeguard resources and the servicing of the other swimming facilities in the city.**
  6. Request to access Ray Ash Park by Life Point Church to host a Picture in the Parks event on September 1, 2017 4 – 10:30pm. Activities will include food, games and an outdoor movie. **Motion to deny made by Comm. Bresnahan. Second by Comm. Fenton. Basis for declination noted was the size of the event and the impact on Parks resources.**
  7. Request for use of Lincoln Grove by First Central Bible Church and Child Evangelism Fellowship are requesting to host a 5 day club July 10 -14, 2017 from 12:30 – 2:00pm. The program would be offered to 4 – 12 year olds. 3-4 Staff on site made up of paid staff and volunteers whom have been trained with a CORI review. Program is free. Can offer a certificate of insurance. **Motion to approve made by Comm. Fenton contingent on receiving favorable feedback after completion of reference checks. Second by Comm. Bresnahan. Approved.**

8. Request for use of Ray Ash Park by First Central Bible Church and Child Evangelism Fellowship for the same program as listed above except running 10am – 11:30am. **Motion to approve made by Comm. Fenton contingent on receiving favorable feedback after completion of reference checks. Second by Comm. Bresnahan. Approved.**
9. Request for use of Sarah Jane Sherman soccer field for Pope Francis High School summer soccer team. **Motion to approve made by Comm. Bresnahan. Second by Comm. Fenton. Approved**
10. Request from Chicopee Chargers Youth Sport is requesting the use of Bellamy Field for the football program June 13 – November 6<sup>th</sup> for games and practices. **Motion to approve made by Comm. Bresnahan. Second by Comm. Fenton. Approved.**
11. Thank you note from Chicopee High School Principal Jim Blain for the excellent conditions at Szot Stadium for Graduation.
12. Thank you note from Robert Robillard for the excellent conditions around the gazebo for their wedding photos.
13. City Council Order from June 6<sup>th</sup> meeting introduced by Councilor Walczak regarding Fairview Park improvements. **Commission accepted to continue to finish the 60' diamond improvements and the placement of recycle bins in the park which has always been intended. Regarding the edging, after further review and the completion of an on-site visit to the Fairview playground and other playgrounds in the city, the Commission has determined the edging is not needed and will not be pursued.**
14. Other Communications
  - a. **Comm. Ziembra received email from city resident Sean Goonan who was requesting removal of the skate park at Lincoln Grove and replacing it with a couple of trees in that area. Communication noted and will be held for discussion at future meeting.**

#### E. Recreation Report

1. Youth and Adult Baseball & Softball leagues – April – July
2. Aquatics and First Aid/CPR Programs
3. Summer Day programs – Sports and Art
4. OPEE adventures enrollment, staffing and revolving fund balance. **Motion to approve OPEE staff roster and Parks Activities Coordinator roster made by Comm. Fenton. Second by Comm. Bresnahan. Approved.**
5. Lifeguard Staffing and Pool Operations. **It was no swim lessons will be offered this summer. Motion to approve lifeguard staff roster made by Comm. Fenton. Second by Comm. Bresnahan. Approved**
6. Movie Nights July 7 Lego Batman Movie, July 28 Finding Dory & August 18 Moana
7. Fireworks July 1<sup>st</sup>, Band Brass Attack, an initial safety planning meeting has been held.

#### F. Maintenance Report

1. **On-going:** Mowing, grass trimming, Daily trash runs, Paint field lines, Groom and chalk diamonds, Graffiti removal Cemetery burials, bubbler repairs, comfort station prep, Irrigation and sprays turned on. Pools prepped.
2. **Special Projects complete:** Electrical pedestals for power have been installed for sound system shed at Szot and ticket booth, Fitness equipment at Wisniowski, new bleachers at Szot, Szot Fountain repair, Rivers Pool repair on going, Dana Kick board repair, bench repair at LG.
3. **Spring Projects upcoming:** Swapping out a swing at Fairview

- G. **Parks Labor Force:** Open positions (1) GL9 – Heavy Equipment Operator, (2) GL 5 MEO Laborers are posted. 2 part-time ranger and 2 Seasonal parks laborer positions start June 26. There are 2 new open positions effective June 17. (1) GL3, (1) GL4

#### H. Old Business:

1. Wisniowski Park-Our Common Backyards Grant update. Phase II w/ CDBG funds. Fitness station equipment installed and Basketball court color coated by Mt. View. Historic sign has been shipped. Ribbon cutting celebration will be held July 8<sup>th</sup> in conjunction with Family Barbershop.

2. Update Szot Gateway Grant – Softball field dugouts walls were constructed by Job Corp. This project has been under the supervision of Jeff Neece in a collaborative construction with Parks and Highway DPW Divisions.
3. Ray Ash Park pool update: Construction Dynamics is on schedule with the construction phase of the new Ray Ash Pool. Opening June 24. **Ribbon cutting ceremony scheduled for June 20th at 1pm.**
4. Sarah Jane Sherman Park CDBG Project: Construction by Kenney Masonry for the pavilion and comfort station walkways has begun Completion date is July 13. The contract was processed in consultation with DPW Superintendent, Purchasing and Community Development. Other elements of the Sarah Jane project are under review by Community Development for compliance with HUD. Asphalt walkways and accessible ramps have been installed by DPW Highway. Attempting to coordinate installation of Orbit.
5. Sarah Jane Sherman Tree – awaiting rely from engineering to proceed.
  - a. Other Old Business.
    - i. **Comm Bresnahan asked if Parks staff has seen any changes in the amount and/or types of trash being collected in city parks as a result of the changes to the city's trash collection practices. Superintendent Porter commented that she was not aware of any significant changes in the trash collection within the parks.**
    - ii. **Comm Fenton provided update of her attendance at June 13 Community Garden Council (CGC) meeting. CGC still needing requested wood chips, compost bin and tools. Superintendent Porter expressed some concern regarding the lack of communication between CGC and the Parks. CGC also looking for status of the planned visit to Nash Park - particularly to plan the spacing for the fruit trees. CGC would also like to meet at Lincoln Grove with us to particularly discuss the mural placement. Comm Bresnahan will attend the next CGC meeting on July 11<sup>th</sup>.**

**I. New Business:**

1. Letter to Mayor regarding transfer of funds from Park salaries for court repairs. **Motion to affirm this letter made by Comm Fenton, second by Comm Bresnahan**
2. City Council Meeting June 20 – addressing rate of pay increases, PARC Grant design funding.
3. Parks Department Budget Hearing with the city Council is June 27 at 7pm in Council Chambers.
4. PARC Grant open – applications are due July 12
5. Bemis Pond Dam update. **City Council approved funds of \$5400 for visual inspections of the dam every 6 months.**
6. Wisniowski Spray Deck – pipe repair unrelated to installation of spray deck. **Pipe was not draining. Estimated cost of \$3K-\$6K.**
7. Other New Business
  - i. **Superintendent Porter provided update of Rivers pool repair. Noted was suspected design flaw from many years ago and a weak point in the pool which cracks form required repair an estimated every 2 years.**

**J. Next Meeting: July 18, 2017, 7pm**


**K. Motion made to adjourn meeting at 9:26pm made by Comm. Fenton. Second by Comm. Bresnahan. Approved.**

**L. Documents presented at June 19th, 2017 Commission meeting:**

- a. **Parks Commission Meeting Minutes from meeting on May 22nd, 2017**
- b. **Commission Report submitted by Recreation Supervisor Sean Carroll, dated 6/16/17**
- c. **Commission Report submitted by Recreation Supervisor Dan Woodill, dated 6/19/17**
- d. **2017 Aquatic Summer Staff Roster**
- e. **2017 Pool Schedule**
- f. **2017 Parks Activity Coordinator Staff Roster**

- g. Email (dated June 19, 2017) from Rich Maciolek to Mayor Kos confirming the Parks Dept. met financial spending obligations for the Szot Gateway Grant Phase 2 and is now closed.
- h. Letter (dated June 15, 2017) from Superintendent Porter to Mayor Kos requesting funds for repair of sports courts across the city.
- i. Letter (dated May 11, 2017) from Superintendent Porter to Mayor Kos requesting funds for supporting (9) job titles related to summer employment.
- j. City Council Order (dated June 6, 2017) requesting completion of Fairview Park project.
- k. Email (dated June 19, 2017) from Sean Goonan to Comm. Ziemba requesting the Parks Commission consider removal of the skate park at Lincoln Grove.
- l. Letter (dated May 23, 2017) from Amanda Rzewnicki to Superintendent Porter requesting use of Szot Park gazebo on June 23, 2017.
- m. Letter (dated May 24, 2017) from Audrienne Delgado to Superintendent Porter requesting use of Szot Park gazebo on October 22, 2017
- n. Letter (dated June 9, 2017) from Children's Services of Roxbury to Superintendent Porter requesting use of city park for a picnic to be held on June 22<sup>nd</sup>, 2017.
- o. Email (dated June 9, 2017) from Suhyun Lee of USTA/EKWON Center to Superintendent Porter requesting use of city pool for this summer.
- p. Email (dated June 13, 2017) from Lori Cognac of CFMAF to Asst. Superintendent Maciolek requesting use of city pool for this summer.
- q. Email (dated June 14, 2017) from Matt Whitacre of Lifepoint Church to Superintendent Porter requesting use of Ray Ashe Park for "Picture in the Park" night on September 1<sup>st</sup>, 2017.
- r. Letter (dated June 16, 2017) from Jonathan Frost of Child Evangelism Fellowship to Parks Dept. requesting use of Ray Ashe and Lincoln Grove Parks for (2) 5-day clubs the week of July 10<sup>th</sup>.
- s. Email (dated May 24, 2017) from Anna Cichon of Pope Francis HS to Superintendent Porter requesting use of Sarah Jane park for summer soccer games.
- t. Letter (dated June 6, 2017) from Zaki-Jabbar Robinson of the Chicopee Chargers to Parks Dept. requesting use of the fields at Bellamy School for the fall football season. Included in the letter was the complete schedule for field usage.
- u. Email (dated June 2, 2017) from CHS Principal Jim Blain thanking all who supported CHS graduation night at Szot Park.
- v. Letter (dated May 31, 2017) from Robert Robillard thanking Parks Commission, Superintendent Porter, and Parks Foreman Tryznadel for use of and the condition of the Szot gazebo.

Minutes Submitted by:

  
 Thomas Bresnahan  
 Commission Secretary

7-8-17  
 Date